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<p>Statement</p>	<p>RRDTS recognizes that, during the bus trip from home to school and back, it may be necessary to immediately administer the medication epinephrine, using the EPIPEN auto-injector, to students who have a life-threatening allergic reaction and RRDTS supports transportation service providers in implementing this measure.</p>
<p>Procedures</p>	<p>In accordance with the procedure described below bus drivers may administer the medication according to the following protocol:</p> <ol style="list-style-type: none"> 1. The student's parent/guardian must have completed and signed the Anaphylactic Action Plan Form F02, which must be signed by a doctor and given to the school. In addition, the necessary permission must have been obtained. 2. The student must carry the medication on his/her person. <p>When a bus driver uses the EPIPEN auto-injector, he/she does so in accordance with the policy of RRDTS and applying the "in loco parentis" principle, not as a health professional.</p> <p>Each year, RRDTS shall provide the following information to the school bus operators, who in turn must provide this information to their bus drivers, their school bus dispatcher and their appropriate staff members:</p> <ol style="list-style-type: none"> 1. The name of the students who have been identified as having allergic reactions. 2. The school bus route number. 3. The name of their school and any other pertinent information. 4. He or she shall also notify the school principals concerned. <p>Once the Anaphylactic Action Plan Form F02 has been completed, the documentation pertaining to each pupil having life-threatening allergic reactions will include a legible photocopy of the form along with a clear photograph of the student, his/her name and grade, the name of his/her school, his/her school bus route number, information about his/her bus stop, his/her medical disorder, the phone number of the parent/guardian and the family doctor, as well as the location of the EPIPEN on the child's person.</p>



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<p>Procedures...continued</p>	<p>School bus operator will coordinate training sessions for their bus drivers at the beginning of each school year, or as required. It is the responsibility of the parent/guardian to inform bus drivers about the location of the EPIPEN on the student's person. It is not the responsibility of the bus driver to carry or store EPIPEN auto-injectors.</p>
<p>Responsibilities</p>	<p>Whenever an identified student appears to have problems during his/her travel on a school bus:</p> <p>The Bus Driver must:</p> <ol style="list-style-type: none"> 1. Stop the vehicle and ensure that it is completely immobilized. 2. Ensure that all passengers are safe. 3. Assess the situation and determine whether to administer epinephrine to this student, using the EPIPEN. 4. If it proves necessary to administer epinephrine with the EPIPEN, do so and contact the liaison officer immediately to indicate the location of the incident and to request that emergency services be dispatched. 5. Watch over the pupil until the arrival of the emergency services team. 6. Ensure that the EPIPEN that was used is closed properly and give it to the emergency services team. <p>The Liaison Officer must:</p> <ol style="list-style-type: none"> 1. Confirm with the bus driver the time and location of the incident. 2. Inform the 911 emergency services and the school of the student involved in the incident. 3. Remain in contact with the 911 emergency services staff and with the bus driver. 4. Inform RRDTS about the incident. 5. Ensure the bus operator submits a report to RRDTS within 24 hours following the incident describing the use of the EPIPEN auto-injector.



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<p>Responsibilities... continued</p>	<p>6. Dispatch another school bus to assist with completing the bus route if necessary.</p> <p>The School Principal must:</p> <ol style="list-style-type: none">1. Notify the parent/guardian of the student involved of the incident and where their child has been taken.2. Remind the parent/guardian that they need to provide a new EIPEN when their child returns to school.3. Prepare a letter for parents/guardians to inform them about the incident that took place on the bus for the students to take home with them after school. <p>RRDTS must:</p> <ol style="list-style-type: none">1. Oversee the incident and provide guidance and support to the school and bus operator.2. Provide appropriate documentation to the school board of the student involved in the incident.
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